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#### Health, Safety & Environment Office

Subject: Annual Plan for Health, Safety and Environment Office – review of progress in 2010/11 and new targets for 2011/2012

**Origin: Health, Safety and Environment Manager**

Purpose of the report

To review the progress made on the annual plan for 2010/11 and to set out a programme of work for the year October 2011 – October 2012.

Background

An annual plan of work is needed to ensure that the University continues to fulfil it statutory duty for the health, safety and well being of its staff, students and others affected by its activities. The plan shall ensure that the work of the HS and E Office supports the strategic planning of the University and makes best use of the resources available.

Points to note:

1. Section A of this report reproduces the annual plan for 2010/11 as the shaded columns in the table. An additional column on the right hand side shows the progress made against each target.
2. Section B of this report sets out the annual plan 2011/12
3. The progress report does not show the work that has been carried out in 2009/10 over and above those items identified in the annual plan for this period. This includes, but is not restricted to:
* Handling routine service requests from departments
* Accident investigation
* Work with Freshers to promote fire safety
* Attendance at departmental safety committees
* Liaison with University Insurer
* Event planning
* Statutory returns
* Liaison with external regulators – Fire Service, Home Office, Environment Agency, HSE
* Meetings with duty holders and working groups.
* Complete update of Local Rules for working with radiation.
* Training

A**) Annual Plan 2010/2011**

**Fire safety**

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| Aim | Target  | PROGRESS |
| To ensure that all the management systems that have been put in place in recent years are running effectively | * Fire risk assessment – annual exercise to update these documents
* Fire marshal training
* Personal Emergency Evacuation Plans
* Overseeing the fire extinguisher maintenance contract
* Review of fire signage
* Fire alarm testing
 | All completed except where major refurbishment is taking placeFace to face training is ongoing. Also filmed the fire alarm panel training - available on line All completed in accordance with the Policy +20 PEEPs carried out for students. Staff PEEPs carried out when notified of disabilityContinue to ensure VFMOn goingAll completed |
| Undertake a role as Duty Holder for fire safety infrastructure within Facilities Management | * CAD mapping all fire related features to ensure that these are maintained effectively

 * Nominate deputies to support the Duty Holder role
* Testing of all fire safety infrastructures at regular intervals to ensure that it is properly interfaced with fire alarm systems.
 | On goingThis was a new role which has helped integrate fire safety into FM projects and maintenance.  |
| Develop guidance notes and information packs  | * Fire warden information packs for new buildings
* Second phase of work to develop fire information packs for Leicestershire Fire and Rescue Service
 | The packs are being made available electronically8 additional fire information packs have been developed |
| Review means of escape | * Recalculate staircase and occupancy capacities
 | Carry this forward to 2011/12 |
| E Learning | * Set up and produce management reports on fire training
 | This project has been affected by problems with technology but is now back on track |
| Review fire safety information  | * Convert 2D escape plans to 3D
 | Low priority but this remains a target |

**General Health and Safety**

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| AIM | Targets | PROGRESS |
| To review the Health and Safety Policy  | * February 2010
 | Draft policy for discussion at October 2011 meeting HSE committee |
| To build on and embed policies and procedures developed in previous years | * Develop and internal inspection and auditing programme for DSOs to be reported back to HSE office – these reports will be a KPI for new Schools
* To develop other KPIs for departments
* To train senior managers and academic staff on compliance with the above KPIs
 | HSE office is working with Staff Development on this training. Training is being delivered in two phases – e training from December 2011 and face to face training in January 2012 |
| Training | * To build on the courses publicised via Staff Development and delivered by the HSE team
 | **Courses delivered 2010/11:**Risk assessment workshops, Compressed gas safetyWorkplace noise assessmentManual handling Construction - small works, DSE Fire training, First aid training – external provider, COSHH awareness DSO training Placement Students InductionWarden/sub warden training |
| Environmental Protection | * To contribute to Eco Campus and the attainment target of the Silver level in early 2011
 | **ECO campus silver level was achieved. A report for 2011/12 is being tabled by the Environmental Manager**  |
| Laser safety | * To develop and electronic laser risk assessment tool for research staff to use
* To promote the University Code of Practice and audit compliance
 | **On going. An update to be given in the meeting Oct 2011** |
| First Aid provision | * To bring to HSE committee a paper that revisits first aid provision in the light of considerable changes following movement of staff to new offices and expansion of campus
 | **See paper Oct 2011** |

**Radiation Protection**

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| Aim | Target  | PROGRESS |
| To provide assurance that radiation protection arrangements continue to meet the needs of the University | * Training for the incoming RPS – 5 Day HPA course
* New RPO to visit all departmental RPS and familiarise herself with their work
* To review all paper work based systems and investigate use of more electronic databases
* Complete annual return to the Environment Agency
 | **All complete** |

**Occupational Health**

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| Aim | Target  | Comment |
| To provide a service that continues to meet the needs of all service users. | * The new OHA to familiarise himself with the current Occupational Health services
* To provide support for the new sickness absence policy
* To implement changes to occupational health pre-employment arrangements brought about by the new Equality Act 2010
* Audit the blood born virus policy
* To carry on with the work on Hand Arm Vibration
* To work with colleagues in HR to develop stress management policy
 | The OH advisor has integrated fully into the team and provides a comprehensive OH service to HR and the wider University.DoneBlood borne virus policy reviewed – training planned for Nov 2010On goingUpdate from the OH advisor |

**B) Annual Plan 2011/2012**

Fire safety

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| AIM | TARGET | COMMENTS |
| Review information kept for statistical reports | * Consolidate report formats where possible to avoid duplication of effort and ensure all relevant information is recorded
 | Fire statistics are reported both internally and externally. External reports are made to USHA and Higher Education Statistics Agency |
| Make e-training more widely available  | * Review information from trial of fire etraining and make this available across campus
* Regular in house training to be filmed and made available on the LEARN serve
* Joint project with Morris Vermaport lifts to film the rescue procedure
 | E training is an ideal medium for certain fire training –many people can be trained quickly and easily.  |
| Overhaul of fire guidance and polices  | Ensure fire policies and guidance are up to date:* Review where fire marshals are situated to identify any gaps. Recruit and train and new fire marshals
* Review recording sheets and floor plans for quarterly testing of the refuge alerter
* Review data base for location of fire extinguishers, fitted fire alarms and emergency lighting and plot onto floor plans
* Review records for weekly testing of MCP in academic buildings and halls of residence –update record sheets
* Develop fire folders for all remaining buildings in accordance with BS 9999 – this is on-going work
* Aide memoires needed for fire service crew to effect rescues from the different lifts on campus
 | Olympic year in 2012  |
| Progression of the Duty Holder role  | * Bi annual audit of evac lift and chair rescue proficiency on all Security shifts
* Develop CAD plans for all academic buildings
* Develop an action tracker for Fire Risk Assessment duty holders in FM to that recommendations/actions can be incorporated into plans for refurbishments and new buildings
 | This is ongoing work  |

Occupational Health

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| AIM | TARGET | COMMENTS |
| Clinical casework  | To meet the needs of HR, staff and managers. | It should be noted that the OH advisor has a full clinical caseload which has to take precedence over any longer term plans  |
| Biological Safety | * Member of the Biological Safety Committee
* Implement changes to the Blood Born Virus policy regarding vaccination and management of accidental exposures to BBV. Carry out training
* Review Research Passport procedure
 | A procedure is needed to manage accidental expose to blood born viruses. The procedure has been agreed and training in the new policy has been scheduled for November |
| Mental Health | * HR is leading on the University policy. Occupational Health input is needed
 | OH advisor to speak to this at the October meeting |
| Pre employment questionnaires | * Work with iTRENT project managers to streamline the PEQ procedure
 | See comment under “service management” |
| HR matrix | * Develop a matrix for managers to shows any Occupational Health requirements associated with certain jobs. The effectiveness of the matrix shall be trialled in FM
 | . The matrix will specify inherent risks associated with certain jobs and flag statutory and non statutory health surveillance |
| DSE | * Review the DSE policy in conjunction with Facilities Management
* DSE assessors to be recruited and trained in 2012
 | FM has its own DSE policy. The two should be brought togetherGaps in provision have been identified – it is some time since assessors training was offered. |
| HAVS policy  | * Ongoing roll out of HAVS across the university
 | Linked to HR matrix |
| Service Management | * To review systems and process for OH provision and work with iTRENT to create OH work streams.
 | iTRENT includes a health and safety element which has already been paid for but is not utilised. OH can potentially stream line a lot of the paperwork and processes by linking to the database. There will be some effort needed to set this up but efficiencies made overall. |

Radiation Safety

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| AIM | TARGET | COMMENTS |
| Radiation safety training throughout the University | To write and design brand new Radiation training sessions for all radiation workers.Set up bespoke training course for all staff and students in Radiochemistry | New and updated training, needs to be rolled out in accordance with IRR99.More detailed training structure is needed for workers in the Radiochemistry. Alongside the standard training they will also have practical training on monitoring and laboratory practices. |
| Accident and Emergency Plan | Review and carry out emergency contingency plans  | Review current contingency plans and carry out Radiation emergency scenarios. Rewrite plan if needed. |
| Catalogue and review Sealed Sources | * Catalogue all sealed sources using photographs
* Dispose of old and ‘inactive’ sources
 | HSE and EA require photographs of all sealed sources |
| Plan for when Chemistry move to Holywell Park from Graham Oldham Building | * When Chemistry move from Graham Oldham Building to Holywell park, the building will need decommissioning
* New permits may be needed to dispose of old isotopes and sources
* Design of new Radiochemistry laboratory to comply with all legislation.
 | Identify areas of concern with long half-life isotope contamination and action decontamination procedures |
| Update Ionising Radiation Policy | * Update policy to include all new legislation and changes in departmental structures
 | Include updates in Environmental Permitting Amendments 2011 Regulations and exemption orders. |
| Complete Professional Certificate in Radiation Protection | * Complete course and start to build up portfolio for RPA accreditation
 | Complete qualifications to enable RPO to build up portfolio to become a Radiation Protection Advisor. Portfolio can take several years to complete. |

Health and Safety

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| AIM | TARGET | COMMENTS |
| Training | * Laser safety – using the risk assessment tool
* Deans and Ops Managers
* Violence at work
* Fieldwork
* Blood born virus training
* Promote existing course to increase uptake
 | Training needs which are in addition to the courses currently publicised through Staff DevelopmentA recent audit of COSHH showed not all staff were trained even though courses are offered and run by HSE staff. Greater publicity of existing courses will generate a higher uptake and therefore there is limited capacity to develop new courses |
| Audit | * SDC
* Joint inspections with new schools
 | A planned HASMAP audit was deferred whilst the department was restructured. This process has been completed and the audit shall be carried out in 2012Twice yearly inspection are a KPI for Deans. The inspection programme will be supported by the HSE office |
| University Policy review and new policy | * Fieldwork policy
* Provision and Use of Work Equipment Regulations
* Nanotechnology
 | New guidance from HEFCE has to be translated into University policyLong standing regulations that have not been incorporated into a separate University policy.HSE interest in this area has resulted in Universities forming a working group to respond appropriately. This may require LU to develop a policy . |